



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
21-2010

OPEN TO: US Citizen Eligible Family Members (EFMs)
POSITION: Housing-Leasing / Make-Ready Coordinator, FP-07
OPENING DATE: May 25, 2010
CLOSING DATE: Open Until Filled
WORK HOURS: Part-Time; 20 hours/week
COMPENSATION: USD *
GRADE: FP-07
**LENGTH OF
APPOINTMENT:** 5 years FMA

***Please contact the HRO for the salary of this position.**

The U.S. Embassy in Algeria is seeking an individual for the position of Housing/Leasing Make Ready Coordinator in the General Services Office.

NOTE: ONLY ELIGIBLE FAMILY MEMBERS AS DEFINED BY 3 FAM 8200 OF US GOVERNMENT EMPLOYEES ASSIGNED TO POST TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. AN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED.

BASIC FUNCTION OF POSITION

Under the Supervision of the GSO, employee oversees the preparation of residences for new tenants, including coordinating with the Community Liaison Office to ensure social and office sponsors are carrying out their duties. Manages post's housing orientation program. Identifies furniture, furnishings, appliances and equipment in need of cleaning, repairing, renovation, or replacing and monitors welcome kit maintenance. Assists/coordinates housing inspections and residential inventories. Acts as an informal customer advocate for ICASS customers and agencies by investigating complaints and seeking solutions to unresolved customer problems. Works with Post's Real Estate/Housing Assistant and ensures post's Real Property Application (RPA) is updated in a timely manner.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Required Education:** Completion of secondary school is required.

2. **Prior Work Experience:** Experience in facilities maintenance, logistics management, property management or experience in a related field.
3. **Language Proficiency:** Level 4 English is required; French and Arabic speaking ability will be a plus.
4. **Other criteria:** Knowledge of facilities maintenance and/or property management issues.
5. **Other Skills and Abilities:** Must be able to deal tactfully, yet effectively, with U.S. citizen personnel and their family members, ICASS customers and colleagues. Must be able to prioritize and schedule competing tasks. Must have a good working knowledge of the Microsoft Office Suite of software.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. EFM's who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume: A current resume or curriculum vitae that provide the same information as an OF-612.
 - Letter of Interest: You must attach to the letter:
 - References: Be ready to provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors should you be chosen for an interview.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education:
 - Copies of relevant diplomas or degrees (as required) by the position.
 - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form:
 - All prospective employees must complete an Embassy application form (usually the Federal Employment OF-612, available on the U.S. Embassy Website).
 - Can be submitted if selected for an interview.

CLOSING DATE FOR THIS POSITION: Open until Filled

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: Housing-Leasing/Make-Ready Coordinator, Vacancy Announcement #21-2010

Point of Contact: Human Resources Office

Fax: 213 21-60-73-35

E-mail: USEmbassyAlgiers_app@state.gov